



Traffic Engineering and Operations Director Job Code: 1939

Originated: 11/2005

Salary Grade: 2170

FLSA: Exempt

Revised: 5/2006

EEO Code: 20

Supervisory: Yes

HR Ordinance Status: Unclassified

CLASS SUMMARY

The Traffic Engineering and Ops Director directs the engineering work of an administrative and technical nature in the Transportation Department. This classification manages the work of the entire division.

DISTINGUISHING CHARACTERISTICS

The Traffic Engineering and Ops Director is distinguished from the Intelligent Transportation System Analyst by managing a team of highly skilled professional and technical employees.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Plans, organizes, and directs the traffic engineer, transit and bicycle operations program including safety analysis, data collection, geometric design, traffic signal design, signing, and striping design and implementation, and computerized traffic signal intertie/ITS system.
- Ensures consistency, safety, and efficiency in the Transportation System.
- Provides a system that is in conformance with related regulations, standards and guidelines.
- Keeps the General Manager informed of all topics of concern to the City Council or City Manager.
- Determines staffing needs, and other requirements for each fiscal year; develops and monitors the division budget; and selects, trains, evaluates, supervises, handles employee relations and disciplinary actions mindful of the value of all people and able to manage diversity and organizational change; observes staff to determine compliance with established standards and goals.
- Works closely with other divisions and departments on transportation matters.
- Attends City Council meetings to provide technical staff support; prepares and presents written and verbal technical reports and makes recommendations to City staff, management, Transportation Commission and Council.
- Provides traffic engineering related assistance to the community.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of traffic engineering, intelligent transportation systems and municipal zoning administration as it applies to traffic engineering.

Traffic Engineering design work as well as an understanding of the relationship Between traffic engineering and transit, bicycle and trip reduction operations.

Ability to:

Manage a team of highly skilled professional and technical employees.

Organize and conduct traffic and transit surveys, analyze results, and make recommendations on traffic and transit operations problems.

Prepare and present clear and concise oral and written reports, including to City Council.

Comprehend and make inferences from written materials.

Deal effectively with employee relations issues and community relations issues.

Read maps and plans.

Establish and maintain effective working relationships with co-workers, supervisors, City officials and the general public.

Education and Experience

Any combination of education and experience equivalent to a Bachelor's degree in Traffic Engineering, Civil Engineering or a closely related field and four to seven years of professional level experience in Traffic Engineering, including supervisory responsibilities.

Licensing and Other Requirements

Requires a valid standard Arizona Drivers License with no major driving violations within the last 39 months.

Registration as a Professional Engineer in the State of Arizona or the ability to obtain within one year is required.

SUPERVISION RECEIVED AND EXERCISED

Work is performed with considerable independence under the management of the Transportation General Manager. This classification manages the work of the entire division and carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Title: Traffic Engineering and Ops Director

Job Code: 1939

Page 3

Operates standard office equipment including a computer requiring continuous and repetitive arm, hand and eye coordination.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.